

MME – FEBRUARY FOCUS

This is the second in a series of emails you will receive through the end of March to help you administer the Spring 2014 Michigan Merit Examination (MME) in manageable “bite-size chunks.” If you focus on these points each month, we think your MME experience will go smoothly.

We have organized the February activities according to the MME Key Staff member responsible for executing the MME-related action. It is our hope that this will support your handling and organization of required MME activities as well as highlight what to expect in February.

WHAT TO EXPECT FOR MME IN FEBRUARY

DATE	Test Supervisor (TS)	Test Accommodations Coordinator (TAC)
January 16 through February 28, 2014	Additional order window for Day 1 and Day 2 non-secure materials ^[1] .	
February 3 through February 7, 2014	TS to receive non-secure materials shipment for all days of testing.	
February 6 through March 11, 2014	Additional order window for Day 3 non-secure materials.	
January 31, 2014 Deadline		Last date to contact ACT with changes to, or questions about, the ACT Preliminary Accommodations Roster for <u>ACT-Approved Accommodations</u> (sent week of 1/20/14). No response indicates you agree with the contents of the Roster.

^[1] These orders are NOT placed via the BAA Secure Site. Please call ACT State Testing at 800-553-6244, ext. 2800.

Early February 2014	Beginning in early February, schools should: <ol style="list-style-type: none"> 1. Hold supervised student pre-test sessions for Day 1, 2, and 3 answer documents. These MUST be completed prior to test day or the student may not test. 2. Affix barcode labels on student's Day 1, 2, and 3 answer documents. 3. Arrange for the TAC to receive answer documents after the pre-test session for students testing with accommodations. 4. Conduct mandatory local training sessions for MME Room Supervisors and Proctors.^[2] 5. Finalize arrangements for standard testing requirements. All tasks must be completed prior to testing (by March 3, 2014) .	
February 12, 2014 Deadline		Use the Chart of Accommodations Dates to ensure newly-identified students, transfer students, or students with a newly-identified disability or sudden-onset medical condition have the appropriate paperwork filed with ACT by this date. The chart contains definitions of each of these student situations to assist you.
February 24, 2014	TS to receive Day 3 secure standard-time test materials ^[4] . Please inventory your shipment and after check-in, place materials in locked storage.	TAC to receive Day 3 secure accommodated materials. Please inventory your shipment and after check-in, place materials in locked storage.
February 24 through February 28, 2014	Additional order window for Day 1 and Day 2 secure standard time materials ^[1] . Day 3 Materials Return Kits arrive.	Day 3 Materials Return Kits arrive.
February 24 through March 13, 2014	Additional Order Window for Day 3 materials return items.	Additional Order Window for Day 3 materials return items.

^[2] The Room Supervisor/Proctor Training Video can be found on the MME website, www.michigan.gov/mme.

^[4] Schools on break during this time will receive this shipments the week prior.

^[1] These orders are NOT placed via the BAA Secure Site. Please call ACT State Testing at 800-553-6244, ext. 2800.

January 16 through February 28, 2014		Additional order window for Day 2 accommodated materials ^[1] .
February 24 through February 28, 2014	Additional order window for Day 3 secure standard-time materials from the BAA Secure Site ^[3] .	
February 24 through March 11, 2014		Additional order window for Day 3 secure accommodated materials via the BAA Secure Site ^[3] . Coordinate with TS to place additional order for Day 3 accommodated materials before the deadline.

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^[2] The Room Supervisor/Proctor Training Video can be found on the MME website, www.michigan.gov/mme.

^[3] Additional orders placed for Day 3 secure materials (standard-time or accommodated) will be sent to the Test Supervisor.

^[4] Schools on break during this time will receive this shipment the week prior.

^[3] Additional orders placed for Day 3 secure materials (standard-time or accommodated) will be sent to the Test Supervisor.